



DEPARTMENT OF HUMAN SERVICES
SENIOR & DISABLED SERVICES DIVISION
500 Summer Street NE
Salem, Oregon 97310-1015
Phone: (503) 945-5811

AUTHORIZED BY: _____

**SDSD Administrator/Deputy/
Assistant Administrator**

INFORMATION MEMORANDUM

SDSD-IM-00-13

Date: January 27, 2000

TO: AAA Directors
SDSD District and Unit Managers
SDSD Central Office Managers

SUBJECT: Intensive Conference
March 14-15, 2000
Wittenberg Inn- Salem, Oregon

INFORMATION: This is our first Intensive Conference for 2000. Our Intensive Conferences are intended to be continuing education for case managers and financial workers who have been through our ongoing modules and desire more in-depth information on specific topics. The sessions offered at this conference are sessions that were specifically requested by field staff and managers. We are offering repeats of sessions that filled up at the last conference as well as many new sessions. We encourage all appropriate staff to attend.

This conference will consist of two days of break out sessions with no formal key note presentation. We are offering 22 sessions that are tailored to meet the training needs of experienced field staff. The attached brochures give an overview of the information that will be presented in each session. We have a larger facility available for this conference and will be able to accommodate more staff.

Please have staff use these brochures to register for this conference. We encourage financial, case management, technical and management staff to attend. We will do our best to accommodate as many people as possible on a first come, first serve basis. It is important to get the registrations in as soon as possible to ensure that your staff are registered in the sessions requested. If the first choice is unavailable, staff will be contacted in order to reschedule another workshop.

CONTACT PERSON: Tammy Sylvia- Registration Information
503-945-8821 phone, 503-373-7902 fax

Lauren Mitchell- Session Information
503-945-6479 phone, 503-373-7902 fax